

MADERA COUNTY
UTILITY WORKER
LICENSED UTILITY WORKER I
LICENSED UTILITY WORKER II

DEFINITION

Under supervision (Utility Worker) or general supervision (Licensed Utility Worker I/II), to operate and maintain water and sewer systems throughout the County; to operate and service equipment; to collect samples and perform laboratory testing procedures; and to do related work as required.

SUPERVISION EXERCISED

Utility Worker

Exercises no supervision.

Licensed Utility Worker I/II

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Utility Worker This is the entry, training, and first working level in the Utility Worker class series. Incumbents perform basic maintenance, repair, and upkeep on water and sewer systems. Most incumbents will apply for an Operator-in-Training certificate from the State Water Resources Control Board for wastewater or from the State Department of Health Services for water and can reasonably expect to promote to the Licensed Utility Worker I class upon attaining the required certification and completion of one year of satisfactory performance; however, incumbents who are not able to attain the required certification shall remain permanently allocated to the entry Utility Worker level.

Licensed Utility Worker I This is the fully qualified first working level in the Utility Worker/Licensed Utility Worker class series. Positions at this level usually perform most of the duties required of the positions at the Licensed Utility Worker II level, but are not expected to function at the same skill level. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Licensed Utility Worker I level are normally filled by advancement from the Utility Worker level once the incumbents have obtained the required certification for this level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Licensed Utility Worker I level.

Licensed Utility Worker II This is the specialized journey level in the Utility Worker/Licensed Utility Worker class series. Incumbents are expected to perform the more skilled maintenance, repair, upkeep, and operation of water and sewer systems with minimal guidance and supervision. Positions in this class series are flexibly staffed and positions at the Licensed Utility Worker II level are normally filled by advancement from the Licensed Utility Worker I level once the incumbents have obtained the required certification for this level. When filled from the outside, the employee is required to have prior related experience; which allows the employee to meet the qualification standards for the Licensed Utility Worker II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs a variety of assignments in the monitoring and operation of water and sewer systems and processing facilities; tests and repairs equipment; logs readings from meters, gauges, and recording charts; makes necessary operating adjustments to water and sewer systems; collects samples and performs laboratory testing procedures; interprets tests; recommends adjustments and adjusts flows and chemical levels as necessary; performs skilled maintenance on water and sewer facilities including lift stations, pumps, compressors, motors, switching equipment, alarm systems, and related equipment; maintains and repairs control systems for generators, pumps, valves, and mechanical equipment; makes regular inspections of facilities to identify maintenance and repair needs; gathers information and prepares required reports; operates equipment; uses a variety of tools and testing equipment; operates backhoes and other equipment; performs skilled plumbing and carpentry work related to the maintenance and repair of water and sewer systems and other County facilities; works in and around high voltage equipment and panels; handles hazardous materials; responds to and implements emergency procedures.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Utility Worker

Knowledge of:

General maintenance and repair work.
Work safety standards and practices.

Skill to:

Operate a variety of tools and equipment.
Operate a motor vehicle safely.

Ability to:

Learn and perform the basic maintenance and repair of water and sewer systems.
Work unusual hours and shifts.
Performs a variety of maintenance and repair assignments.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of previous work experience in the maintenance and repair of mechanical equipment similar to that used in water and wastewater systems.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, infectious materials, hazardous gas, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Licensed Utility Worker I

In addition to the qualifications for a Utility Worker:

Knowledge of:

Principles and practices of water and sewer system operations.
Repair, maintenance, and operational adjustment procedures for water and sewer system equipment.
Sample collection and basic laboratory testing procedures.
Methods, tools, and equipment used in plant maintenance and repair work.

Ability to:

Perform operations, repair, and maintenance work on water and sewer systems and plant facilities.
Read and interpret gauges, recording devices, and other monitoring equipment reflecting water and sewer system operations and make necessary adjustments.
Maintain logs, records, reports, and charts.
Take samples and perform on site laboratory tests.
Read and interpret schematic diagrams and blueprints.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One year of experience comparable to that of a Utility Worker with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized course work in water and wastewater system operation and maintenance.

License or Certificate:

Possession of a Grade I Wastewater certification from the State Water Resources Control Board or possession of Grade I Water T (treatment) and D (distribution) certificates from the State Department of Health Services.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, infectious materials, hazardous gas, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

Licensed Utility Worker II

In addition to the qualifications for a Licensed Utility Worker I:

Knowledge of:

Methods and equipment used in plumbing and carpentry work.

Ability to:

Perform the more skilled operation, repair, and maintenance work on water and sewer systems and plant facilities.

Read and interpret gauges, recording devices, and other monitoring equipment reflecting water and sewer system operations and make necessary adjustments.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of previous work experience equivalent to that of a Licensed Utility Worker I with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized course work in water and wastewater system operation and maintenance.

License or Certificate:

Possession of a Grade II or a Grade I Wastewater certificate from the State Water Resources Control Board and possession of Grade II or Grade I Water T (treatment) and D (distribution) certificates from the State Department of Health Services. (At least one, either the wastewater certification or the water certifications, must be at the Grade II level.)

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, infectious materials, hazardous gas, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

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